



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**CLOSED SESSION – 5:30 P.M.**  
**REGULAR MEETING – 6:30 P.M.**  
**TUESDAY, MAY 21, 2013**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

*WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

- 1) 2013/0521.01 - CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
Consider Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9: 1 Potential Case (facts and circumstances not yet known to adverse party)
- 2) 2013/0521.02 - CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
Consider Initiation of Legal Review and Potential Litigation Pursuant to Subdivision (c) of Section 54956.9: 1 Potential Case (facts and circumstances known to adverse parties), Adverse Claims to 5.5 Acre City of Rio Dell Real Property Parcel Located off Monument Road (APN 205-041-014)
- 3) 2013/0521.03 - CLOSED SESSION TO DISCUSS PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Section 54957) Title: City Manager

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION – 6:30 p.m.

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

- 1) 2013/0521.04 – Proclamation Proclaiming May 2013 as Older Americans Month 1

J. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

K. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2013/0521.05 - Approve Minutes of the May 7, 2013 Regular Meeting (**ACTION**) 2
- 2) 2013/0521.06 - Authorize the Finance Director to Sign and Submit the Annual  
Transportation Development Act (TDA) Claim (**ACTION**) 10

L. SPECIAL PRESENTATIONS

- 1) 2013/0521.07 - City Engineer Project Status Report – Merritt Perry

M. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2013/0521.08- Approve Agreement with GHD Inc. for CEQA, Permitting, and  
Biological Assessment for Emergency Riverbed Alterations Required  
for Water Infiltration Gallery during Low-Flow Conditions and  
Authorize the City Manager to Execute Documents (**ACTION**) 16
- 3) 2013/0521.09 - Authorize the City Manager to Sign and Submit Local Agency  
Construction Administration Checklist and the Request for Approval  
of Cost Effectiveness/Public Interest Finding Related to the

Wildwood Ave. Pedestrian and Landscape Project Documents <b>(ACTION)</b>	<b>22</b>
4) 2013/0521.10 - Provide Staff Direction to Research and Prepare Options for the Development of a Strategy to Meet the Impending State (2020) 75% Solid Waste Diversion Requirement <b>(ACTION)</b>	<b>27</b>
5) 2013/0521.11 - Authorize the City Manager to Advertise for Bids for (2) Projects; the Wildwood Ave. Downtown Streetscape Improvement Project and the Davis and Wildwood Ave. Safe Routes to School <b>(ACTION)</b>	<b>30</b>
6) 2013/0521.12 - Appointment for Vacancy on the Rio Dell Planning Commission for Remainder of Term Ending December 31, 2015 <b>(ACTION)</b>	<b>35</b>
7) 2013/0521.13 - Approve Appointments of City Councilmember Assignments to Various Boards, Committees, Commissions and JPA's <b>(ACTION)</b>	<b>40</b>
N. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
O. REPORTS/STAFF COMMUNICATIONS	
1. City Manager	
2. Chief of Police	
3. Finance Director - Check Register for April 2013	<b>42</b>
4. Community Development Director	
P. COUNCIL REPORTS/COMMUNICATIONS	
Q. ADJOURNMENT	

*The next regular meeting will be on June 4, 2013  
at 6:30 p.m. in City Hall Council Chambers*

**Older Americans Month 2013 Proclamation**  
**~ Gray Matters ~**  
**The Area 1 Agency on Aging**

**Whereas**, City of Rio Dell is a community that includes 599 citizens aged 60 and older; and

**Whereas**, the older adults in City of Rio Dell are the roots from which our community grows, who bestows gifts of wisdom and insight upon younger generations, and strengthen the bonds between neighbors to create a better place to live; and

**Whereas**, our society can be enhanced by older adults aging peacefully in their communities; and

**Whereas**, the older adults in Rio Dell should be commended for their role in creating and bolstering the fiber of our community and nation; and

**Whereas**, our community can provide that recognition and respect by improving the quality of life for older Americans by:

Increasing their opportunities to remain in their communities as active and engaged citizens;

Providing services, technologies and support systems that allow seniors to foster and maintain connections with the community;

Emphasizing the value of elders by publicly recognizing their contributions to the diversity, strength, and unity of our community;

**Now Therefore** we, the City Council of the City Rio Dell, California do hereby proclaim May 2013 to be Older Americans Month. We urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for many of them. Our recognition of older Americans and their involvement in our lives can help us achieve stronger and more meaningful connections with each other and enrich our community's quality of life.

Dated this 21<sup>st</sup> day of May, 2013

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Jack Thompson, Mayor  
City of Rio Dell, California

**RIO DELL CITY COUNCIL  
REGULAR MEETING  
MAY 7, 2013  
MINUTES**

The regular meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Thompson.

**ROLL CALL:** Present: Mayor Thompson, Councilmembers Marks, Wilson and Woodall

Others Present: City Manager Stretch, Chief of Police Hill, Finance Director Beauchaine, Community Development Director Caldwell, Wastewater Superintendent Chicora and City Clerk Dunham

Absent: Water/Roadways Superintendent Jensen (excused)

**CEREMONIAL MATTERS**

Swearing in and Seating of Newly Appointed Councilmember Gordon Johnson

City Clerk Dunham performed the swearing in and seating of newly appointed Councilmember Gordon Johnson.

Resolution Honoring former City Councilmember Bud Leonard

Mayor Thompson said it is a great honor to have a representative from Assemblyman Wesley Chesbro's office here to present the resolution.

Sofia Pereira, Field Representative from Assemblyman Chesbro's office came forward and presented to former City Councilmember Leonard, a framed resolution honoring him for 18 years of dedicated service and active participation at City Council meetings, Planning Commission meetings and other external boards. It was noted that his knowledge and research of historical maps and deeds was invaluable to the City, and that his light-hearted attitude and sense of humor will long be remembered.

Bud thanked Ms. Pereira and the Council for the commendation and said it was a pleasure serving the community in such a unique place as Rio Dell.

Recognition to Hilda Talavera for Commendable Performance

Chief of Police Hill said he would like to recognize Hilda Talavera for her assistance as an interpreter on behalf of the Police Department during a recent tragic accident. He said with her assistance they were able to collect critical information that was extremely helpful in aiding the department in the investigation. She was presented with a Civilian Service Award for her outstanding performance under very uncomfortable circumstances which surrounded the incident.

**PUBLIC PRESENTATIONS**

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Karen Chase, 480 Edwards Dr. addressed the Council once again regarding degradation of the Rio Dell River Bar. She indicated that she had presented her concerns to the City Council at the April 16, 2013 meeting but as of today she has not had any feedback from the City.

She thanked the police department for responding to their calls and said since the gate was installed, the activity on the river bar has improved however, it is still occurring. She said quad runners and four wheel drive vehicles are still racing up and down the river bar and tearing up the vegetation. She said she is once again asking for feedback from the City regarding a possible solution to the problem. She asked who is responsible for removing debris on the river bar.

She then provided a second set of pictures which were taken on May 5, 2013 to compare with the first set of pictures. She said the pictures reflect increased dumping including marijuana waste and evidence of campfires being built next to vegetation.

She said she will be addressing the City Council on a monthly basis regarding this issue.

Mike Chase commented that people don't realize that the upper side of the river bar is all silt. He reported a recent incident with drunken individuals coming up Edwards Dr. fighting and threatening each other. Also dirt bikes and quads are racing up and down Edwards Dr. and by the time the police can respond to the call, they are gone. Another concern is that individuals are leaving empty tubes (whippets) on the river bar.

Carol Theuriet thanked Chief Hill for taking care of the situation that occurred on her property on April 24<sup>th</sup> and said the manner in which he and his officers handled it was very admirable. She also thanked Hilda Talavera for her assistance in acting as an interpreter.

On behalf of the Eagle Prairie Arts District, she then invited everyone to attend "Children's Arts on the Avenue" to take place on Saturday, May 11, 2013 from 5-8 pm at the Eagle Prairie Elementary School Gym. She said there will be a trophy given to the Best of Show for grades K-4 and a \$100 cash prize for Best of Show for grades 5-8. She said the kids' enthusiasm is what keeps her going. She added that the reason many citizens choose to live here is because of the City Council and wonderful police department.

## **CONSENT CALENDAR**

Councilmember Wilson asked that Item No. 5 *Departmental Work Plans for 2013-2014* be removed from the consent calendar and placed under *Special Call Items* for separate discussion. Likewise, Councilmember Marks asked that Item # 7 *Approve Employment Contract Amendment with Chief of Police* be removed.

Motion was made by Marks/Woodall to approve the consent calendar including approval of minutes of the April 16, 2013 special meeting; approval of minutes of the April 16, 2013 regular meeting; approval of minutes of the April 23, 2013 special meeting; approval of Resolution No.

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1201-2013 amending Resolution No. 1158-2012 adopting the Operating Budget for FY 2012-2013; and approval of Pay Request No. 14 to Wahlund Construction/Sequoia Construction Specialties in the amount of \$70,645.74 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project. Motion carried 5-0.

**SPECIAL PRESENTATIONS**

City Engineer Project Status Report – Merritt Perry

City Manager Stretch announced that the city engineer was unable to attend so this item will be moved to the May 21<sup>st</sup> regular meeting.

**SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

Departmental Work Plans for 2013-2014

Councilmember Wilson asked if the Work Plans only apply to the end of this fiscal year; City Manager Stretch explained they all relate to the 2013-2014 fiscal year with the exception of the finance department.

Councilmember Wilson commented that it seems like there are a lot of tasks the finance department needs to accomplish with a small staff and questioned the possibility of hiring a temporary employee to help. City Manager Stretch said the plan was to have the vacant position in the finance department filled by now however, the recruitment is taking longer than expected.

Councilmember Wilson then referred to the City Clerk's *Special Project List by Priority* in regard to exploring the concept of an electronic (paperless) filing system and said he would like to see it be moved to the top of the list as he felt it would be very beneficial. City Manager Stretch explained the expectation is for staff to undertake all of the tasks on the lists stating that they are all realistic goals and the tasks were quantified.

Councilmember Woodall commented that the method in which the work plans were presented makes it easier for the Council to see how much time it actually takes for each project; City Manager Stretch said it is a good management tool for everyone.

Councilmember Johnson noted that the available hours for special projects for the Chief of Police reflects a negative balance and asked for clarification; Chief Hill commented that he will be meeting with the City Manager and making some adjustments.

Councilmember Marks commented on update of the Garbage Ordinance and asked what the criteria are for the update. City Manager Stretch noted that one idea being considered is to establish city-wide collection. Councilmember Marks said that Nancy Diamond recently drafted an ordinance that may be helpful; City Manager said he will get a copy.

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Motion was made by Wilson/Johnson to receive and file the Departmental Work Plans for FY 2013-2014 as submitted. Motion carried 5-0.

Approve Employment Contract Amendment with Chief of Police Hill

Councilmember Marks said she just wanted to state for the record that the contract amendment was reviewed by the city attorney.

Mayor Thompson stated when the employment agreements were approved approximately two years ago, the pay scale was increased as well as employee retirement contributions. With approval of this amendment, the Chief will be compensated with cash. He said he has a recommendation for investment of the additional funds he would like to discuss with him.

Finance Director Beauchaine said she spoke to several different tax professionals and essentially this is what was decided since each tax year may change and is the best approach to allow him the flexibility to invest on his own.

Mayor Thompson expressed concern about maintaining the City's intent of the contract in regard to increased retirement benefits.

Finance Director Beauchaine stated the intent was to provide compensation for retirement.

Motion was made by Marks/Wilson to approve the employment contract amendment with Chief of Police Hill. Motion carried 5-0.

Approve Change Order No. 5 for Wahlund Construction/Sequoia Construction Specialties Related to the Wastewater Treatment Plant Upgrade and Disposal Project Notice of Substantial Completion

Finance Director Beauchaine provided a staff report and said essentially what the Change Order does is extends the substantial completion date on the project 550 days and the final completion date by 65 days. She said there have been project delays beyond the contractor's control related to the sludge dryer and transmission pipeline. She said the new project completion date is scheduled for December 4, 2013.

Councilmember Wilson asked if the intent is to simply extend the completion date by 65 days rather than grant the contractor's request for Notice of Substantial Completion. He also asked if the sludge dryer is on site.

Finance Director Beauchaine explained by granting a Notice of Substantial Completion, the City's warranty period would be shortened since the clock starts clicking from that date.

Wastewater Superintendent Chicora said the sludge dryer is on site and performance testing is taking place this week.



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Councilmember Marks asked how things are going in regard to CalTrans permitting; Finance Director Beauchaine said the only delay is with the circulation of the Environmental Impact Report and stated it is scheduled to be on the next agenda of the State Lands Commission.

Councilmember Johnson asked when the change order will be brought before the Council; Finance Director Beauchaine said she would expect it to be presented in August or September.

Motion was made by Wilson/Marks to approve Change Order No. 5 for Wahlund Construction/Sequoia Construction Specialties related to the Wastewater Treatment Plant Upgrade and Disposal Project. Motion carried 5-0.

Review/Approve City Councilmember Assignments to Various Boards, Committees, Commissions and JPA's

City Manager Stretch stated with the new Councilmember appointment, the Council needs to review the assignments to the various Boards and Committees and approve any changes the Council believes are appropriate. He said the Council may want to make changes to the current assignments at this time or, discuss the assignments and defer the decision until the next regular meeting on May 21, 2013.

Mayor Thompson suggested the following changes to the current assignments:

- |                                   |   |                  |
|-----------------------------------|---|------------------|
| • HCAOG                           | - | Thompson/Johnson |
| • Humboldt County Visitors Bureau | - | Marks/Wilson     |
| • HWMA                            | - | Thompson/Johnson |
| • HTA                             | - | Thompson/Woodall |
| • LOCC                            | - | Johnson/Marks    |

Councilmember Marks suggested the approval of assignments be continued to the next regular meeting.

City Manager Stretch pointed out that Councilmember Wilson may not be able to attend meetings of the Humboldt County Visitors Bureau since they meet during lunch.

Council consensus was to continue the matter to the next regular meeting on May 21, 2013.

**REPORTS/STAFF COMMUNICATIONS**

City Manager Stretch reported on recent activities in the city manager department and said he received notification from Cal-Recycle, informing the City that its 2007-2011 waste stream diversion is in compliance with SB 939 requirements of 50% diversion. He said had the City not met that requirement, the City would have been subject to a fine of up to \$10,000 per day. He commented that they cautioned in their letter that the requirement is set to increase to 75% by the

## **MAY 7, 2013 MINUTES**

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year 2020. He said he prepared a staff report for the next agenda to discuss a strategy on how that goal might be met.

Councilmember Marks asked if the recycle bins at City Hall count toward our waste diversion; City Manager Stretch indicated that they do and pointed out that currently only 41% of residents in the City have garbage service.

Councilmember Wilson asked how the numbers are calculated; City Manager Stretch said it is the weight of materials Eel River Disposal picks up versus what they take to the landfill in Anderson.

City Manager Stretch commented that economically it makes more sense for residents to have garbage service than to self-haul.

City Manager Stretch then reported on the recent California Supreme Court decision to uphold the right of local governments to ban medical marijuana dispensaries. He said approximately 180 cities across the state have enacted bans in recent years.

Chief of Police Hill reported on recent activities in the police department and began with review of the Monthly Police Report for March and April as submitted. The report contained a general summary of activity concerning Personnel, Training, Nuisance Abatement, Animal Control, and Incident/Arrest data.

He also reported that he and other staff members attended a MADD (Mothers Against Drunk Drivers) luncheon where Officer Harralson and a number of other local law enforcement personnel received awards from the Office of Traffic Safety (OTS). He said Officer Harralson was submitted for an award because he led the department in DUI arrests.

Councilmember Woodall asked if whippets are legal to sell; Chief Hill said they are only legal to sell to persons over the age of 18 and they need to have a legitimate reason to purchase them.

Carol Theuriet commented that there is a store in town that sells whippets by the case although they deny it.

Finance Director Beauchaine reported on recent activities in the finance department and said they were moving along at a snail's pace on the long list of projects but hopefully will be getting back up to speed soon.

Community Development Director Caldwell reported on recent activities in the planning department and said he will have the Draft Circulation Element to the Council at the June 4<sup>th</sup> regular meeting; at the request of the Assembly of God Church (The Journey), the Planning Commission meeting was moved up to May 14<sup>th</sup> for review of their CUP application prior to

their open house on the 18<sup>th</sup>; also on that agenda will be a recommendation for approval to amend the Non-Conforming Use Regulations of the RDMC. He also reported he will be meeting with the Chamber of Commerce on May 22<sup>nd</sup> regarding Sign Regulations; announced there is currently a vacancy on the Planning Commission and applications for those persons interested in serving must be submitted by May 16<sup>th</sup>; and said there has been a lot of interest over the last couple of weeks regarding the new medical marijuana regulations.

Wastewater Superintendent Chicora reported on recent activities in the wastewater department and said the sludge dryer was started up today and they ran the first batch of sludge. He said the sludge is now rated as Class A which opens doors to many avenues in regard to disposal. He said the City might want to think about selling the sludge to a fertilizer company stating there has interested expressed by a fertilizer company to purchase.

### **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Marks said with the new changes to take place on Wildwood Ave. with the upcoming landscaping project she would like to propose a study session to invite business owners, residents, and perhaps the fire department to hopefully alleviate any misunderstandings about the project. Council concurred.

Community Development Director Caldwell agreed to approach the Chamber of Commerce regarding a study session for signs and the Wildwood Avenue Landscaping and Improvement Project.

Councilmember Woodall announced that she will be in Colorado during the next Council meeting and asked Mayor Thompson to attend the HTA meeting in her place on May 22<sup>nd</sup>.

Councilmember Johnson said it is good to be here and thanked the Council for allowing him the opportunity to serve on the City Council.

Councilmember Wilson commented on Mike and Karen Chase's concerns regarding destruction of the river bar and said he was particularly concerned about the dumping of marijuana waste. He said even though the ordinance says you can't do these things on the river bar, it still is happening. He said Rio Dell is a beautiful place and the City is doing everything they can to promote the community and this destruction of the river bar is a problem that needs to be addressed. It was suggested a study session be held to address the problem.

City Manager Stretch recommended the problems be referred to him to address.

Councilmember Marks said she and her husband have been working on their property at 80 Monument Road and she has witnessed the same 6 or so motorcycles driving by over and over; stating she believes it is the same few people causing the problems.

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Karen Chase thanked Councilmember Wilson for expressing so well her concerns.

Mayor Thompson reported that he took the City Manager and Finance Director to HWMA and met with staff to address some of his concerns regarding the financial position of the Authority and will be meeting again tomorrow to go over what was accomplished.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:52 p.m. to the May 21, 2013 regular meeting.

Attest:

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Jack Thompson, Mayor

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Karen Dunham, City Clerk

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675 Wildwood Avenue  
Rio Dell, Ca 95562  
(707) 764-3532



**CITY OF RIO DELL  
STAFF REPORT  
CITY COUNCIL AGENDA  
May 21, 2013**

TO: Mayor and Members of the City Council

THROUGH:  Jim Stretch, City Manager

FROM: Stephanie Beauchaine, Finance Director 

DATE: May 14, 2013

SUBJECT: **Annual Transportation Claim**

**RECOMMENDATIONS**

Authorize the Finance Director to sign and submit the City's annual Transportation Development Act Claim.

**BACKGROUND AND DISCUSSION**

Annually the City submits a Transportation Claim to the Humboldt County Association of Governments to access its annual Transportation Development Act funds. The City has completed the required process including holding public hearing to receive input from the community. The recommended proposal includes funds for the Humboldt Transit Authority in the amount of \$39,849 for transit services within the City, funds for Humboldt Senior Resource Center in the amount of \$6,500 for senior transportation services, and the balance of \$56,889 remaining for ongoing street maintenance and repairs. This year's claim includes increased funding for the City's HTA as the result of adding Sunday Trinidad service. The additional cost for our City is \$5,600 which reduced the availability of funding for streets repairs. HSRC did not request an increase from the prior year.

**BUDGETARY IMPACT**

Total TDA funds of \$103,238

**ATTACHMENTS:**

Annual Transportation Claim 2013-2014

## APPENDIX C. ANNUAL CLAIM FORMS

### CHECKLIST FOR ANNUAL LTF & STAF CLAIMS

By April 1 of each year, or at such time as preliminary budgeting information is available, the claimant shall file an annual claim with HCAOG.

■ **Non-Transit Claims:** Claimants shall submit items (a) through (d), inclusive, as part of the claim.

■ **Transit Claims:** An operator or transit service claimant shall submit items (a) thru (h), inclusive, to file a claim.

**ALL claims must include items (a) through (d), inclusive.**

HCAOG forms for parts (a), (b), and (c) are provided in this Excel file and on-line at [www.hcaog.net](http://www.hcaog.net).

*Claimants are responsible for making sure they submit the most current forms.*

- ☒ a) HCAOG "Claim Request" form. *[Included in following sheet]*
- ☒ b) HCAOG "Annual Project and Financial Plan" form. *[Included in following sheet]*
- ☒ c) HCAOG "Statement of Conformance" form. *[Included in following sheet]*
- ☐ d) Claimants who want to designate funds for a future, specific capital project must request it as part of a claim. The claim must indicate any reserved monies in the subsequent annual claim(s). Before expending these funds for any other purpose, the claimant must identify its proposed changes in an amended claim or subsequent annual claim. [CCR §6648]

**Only transit claims must include items (e), (f), (g), and (h):**

- ☐ e) To receive an allocation of funds for service outside the claimant's area, a claimant must provide, or have on file with HCAOG, an executed contract pursuant to PUC sections:
  - §99231(f) -- Apportionment: Where a county or city provides public transportation services beyond its boundaries;
  - §99260.2 -- Claims for peak-hour service;
  - §99260.7 -- Claims for separate service to elderly and handicapped persons by JPA members;
  - §99277 -- Service contracts;
  - §99288 -- Extended service by contract or authorization;
  - §99400(c) -- Claims Purposes: payment to entities under contract; or
  - §99400.5 -- Multi-modal transportation terminals.
- ☐ f) If applicable, a statement identifying and substantiating the reason or need for: (1) increasing the operating budget in excess of 15% above the preceding year; (2) a substantial increase or decrease in scope of operations; or (3) capital provisions for major new fixed facilities.
- ☐ g) A certification by CHP verifying that the operator is in compliance with §1808.1 of the Vehicle Code, as required in PUC §99251. The certification shall have been completed within the last 13 months, prior to filing claims.
- ☒ h) A financial statement of actual and projected revenues and expenditures for the prior fiscal

*For full information on claim requirements, see HCAOG's TDA Rules (part IV, "TDA REQUIRED REPORTS" Report #16).*

## CLAIM REQUEST

Check one:

- ☐ **State Transit Assistance (STA) Fund**  
☒ **Local Transportation Fund (LTF)**

**Claimant:** City of Rio Dell  
**Address:** 675 Wildwood Avenue, Rio Dell, California 95562  
**Contact Person:** Stephanie Beauchaine  
**Title:** Finance Director  
**Phone:** 707-764-3532  
**E-mail:** 707-764-5480

The City of Rio Dell hereby requests, in accordance with the Transportation Development Act of 1971, Chapter 1400, and applicable rules and regulations, that its annual transportation claim be approved in the amount of \$ 103,238 for fiscal year 2013-2014. These monies are to be drawn from the local transportation fund of the County of Humboldt for the purposes and amounts shown in the attached "Annual Project and Financial Plan."

When approved, please transmit this claim to the County Auditor of the County of Humboldt for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan.

Authorized representative of claimant:

By: Stephanie Beauchaine Title: Finance Director  
(print name)

Signature: \_\_\_\_\_ Submittal date: 14-May-13

### APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Marcella Clem  
Executive Director, Humboldt County Association of Governments

## ANNUAL PROJECT AND FINANCIAL PLAN

Give each project a title and number in sequence, and briefly describe the transportation projects that your jurisdiction proposes. Indicate proposed expenditures for the ensuing fiscal year for all that apply:

- (i) public transportation operating and capital expenditures;
- (ii) construction of facilities for the exclusive use by pedestrians and bicyclists;
- (iii) construction of local streets and roads; and/or
- (iii) right-of-way acquisition.

**Claimant:** City of Rio Dell

**Fiscal Year:** 2012-2013

PROJECT (Project number, title, & brief description)	TDA - LTF \$ amount	PUC Article & Section	TDA - STA \$ amount	CCR Section	Local Fund Balance	Other	TOTAL
06-01 HTA/RTS Share of Cost	\$ 39,849	4-99260(a.)	\$ -		\$ -		\$ 39,849
06-02 HSRC Share of Cost	\$ 6,500	8-99400(c.)	\$ -		\$ -		\$ 6,500
06-03 Street Repair, Const Maintenance	\$ 56,889	8-99400(a.)	\$ -		\$ -		\$ 56,889
	+		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
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	\$ -		\$ -		\$ -		\$ -
<b>TOTAL</b>	<b>\$ 103,238</b>		<b>\$ -</b>		<b>\$ -</b>	<b>-</b>	<b>\$ 103,238</b>



## STATEMENT OF CONFORMANCE

**Claimant** City of Rio Dell
**Fiscal Year of Claim:** 2013-2014
*Certify all that apply.*

☐ **STATE TRANSIT ASSISTANCE (STA) FUND - TRANSIT CLAIM**  
**TRANSIT OPERATOR ELIGIBILITY**

*Provide information for the  
previous two fiscal years.*

	Fiscal year	Fiscal year
	_____	_____
System Operating Costs	\$ -	\$ -
System Revenues	\$ -	\$ -
System Vehicle Service Hours	\$ -	\$ -

HCAOG staff use only

Subsidy per revenue vehicle hour	_____
Percent difference	_____
Regional CPI	_____

☒ **NON-TRANSIT CLAIM**

The claimant named above hereby certifies that this annual claim for local transportation funds in the amount of \$56,889 conforms with the requirements of Article 8, PUC Section 99400, of the Transportation Development Act of 1971, and applicable rules and regulations.

**CERTIFIED BY CLAIMANT:**
**By:** Stephanie Beauchaine
**Title:** Finance Director
**Signature:** \_\_\_\_\_

**Date:** 05/14/2013



*A Public Entity Serving  
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

April 9, 2013

Stephanie Beauchaine  
Finance Director  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, California 95562

Dear Stephanie –

In preparation for the upcoming 2013-2014 fiscal year budgeting process I am sending you the TDA assessments HTA will be requesting. As agreed to last year there is a 3% increase in the general assessment. For clarity, the assessment for RTS Sunday Service is itemized.

The anticipated TDA assessments are:

Redwood Transit System	
RTS General	\$ 34,249
Sunday Service	<u>\$ 5,600</u>
	\$ 39,849

If you have any questions regarding this request please contact Barbara Zoellner at our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Pratt', is written above the printed name.

Greg Pratt,  
General Manager

GP:bz

Cc: HTA Board of Directors


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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



May 21, 2013

TO: Honorable Mayor and City Council

FROM:  Jim Stretch, City Manager

SUBJECT: Agreement with GHD, Inc. for Engineering Services For Infiltration  
Gallery Maintenance Permits and Environmental Assessments

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Ratify the City Manager/Public Works Director's action of 5-8-13 to direct the commencement of work by GHD on the permitting requirements and biological assessments related to approvals from the US Army Corp of Engineers, Regionals Water Quality Control Board and the California Department of Fish and Game for maintenance in the Eel River bed on the City's infiltration gallery (domestic water supply), and
2. Authorize the City Manager to execute any application, agreement, permit or other necessary document related to this matter.

**BACKGROUND AND DISCUSSION**

The day after the last City Council meetings it came to the City Manager's attention that the Water Superintendent was alarmed due to the formation of a gravel bar over the top of the City's fresh water intake (infiltration gallery) in the Eel River just downstream from the Eagle Prairie Bridge. About 50% of the system's intake capacity had been lost and the remedy is to place equipment onto the river bed to clean out the gallery and dispose of the materials downstream; all activities requiring permits from State and Federal Agencies.

The City's contract Engineer, GHD, prepared the attached agreement for the preparation of environmental documentation and the regulatory permit application with the US Army Corp of Engineers, California Regional Water Quality Control Board and the California Department of Fish and Game. The processing of these permits through the various agencies takes time; therefore time was of the essence to get the necessary work underway then and not wait 2 weeks until the next Council meeting.

As you are aware, the City Manager in Rio Dell also holds the position of Public Works Director and under Ordinance 298-2012 he/she has the authority to commence public works projects of \$45,000 or less to "be performed by employees of a public agency by force account, by

negotiated contract or by purchase order". Under this authority, direction was given to GHD to begin the permitting work and environmental assessment immediately. Depending on whether the environmental assessment is met with a mitigated negative declaration or will require a more detailed biological assessment, , the cost of the work will likely be between \$24,000 and \$35,000.

The City Manager/Public Works Director requests that the City Council ratify his actions and authorize the City Manager to execute any application, agreement, permit or other document necessary for the required permits and environmental assessment.

The cost mentioned in this report is chargeable to the Water Fund and does not include any cost related to engineering, consulting services, labor or equipment to actually perform maintenance on the gallery and to remove and/or replace materials.

Cc: Randy Jensen, Water and Roads Superintendent  
Merritt Perry, GHD, Inc.



**Agreement Between**  
**The City of Rio Dell**  
**And**  
**GHD Inc.**  
**For**  
**CEQA, Permitting, and Biological Assessment for Emergency Riverbed Alterations**  
**Required for Water Infiltration Gallery during Low-Flow Conditions**

This agreement is between the City of Rio Dell and GHD Inc. to provide environmental documentation and regulatory permit applications for the subject project. This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated October 10, 2003. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

## **INTRODUCTION**

The City of Rio Dell's water infiltration gallery was designed and constructed in such a way that it does not receive water from the Eel River during low flow conditions. The City has proposed to conduct gravel removal to direct low summer flows toward the infiltration system to prevent the loss of water supply to the infiltration gallery. The project would address the annual short-term emergency situation and allow for up to five years of gravel moving operations while a longer-term solution could be studied, designed, and permitted.

GHD Inc. will provide environmental consulting services for this project as outlined below.

## **SCOPE OF SERVICES**

This scope of services is defined by the following Tasks.

### **Task 1: CEQA Environmental Review**

#### **Option 1: CEQA Statutory/Categorical Exemption**

As appropriate, GHD Inc. will coordinate with the City to prepare a narrative project description. If the City determines the project is exempt under CEQA Guidelines Section 15269 Emergency Projects, or Section 15301 Existing Facilities, GHD Inc. would assist in preparing the necessary documentation to draft and process a Notice of Exemption (NOE).

**The Estimated Fee for Option 1 is: \$1,200**

#### **Option 2: Initial Study/Mitigated Negative Declaration**

GHD Inc. will prepare an Initial Study (IS)/Mitigated Negative Declaration (MND) based on a Client-approved project description. GHD Inc. will rely primarily on existing studies, data, and technical reports collected from the Client. The biological analysis will be partially based on the Biological Assessment prepared under Task 5, below.



Research items are described in the following approach for the CEQA checklist categories, to be included in the IS/MND:

- *Aesthetics* – The existing visual setting of the project site will be described. Visual elements of the proposed project components will be analyzed. *This scope and cost estimate does not include visual simulations.*
- *Air Quality* – The potential air quality impacts associated with the project would be emissions from construction vehicles and equipment. The North Coast Air Quality Management District does not require the quantification of construction emissions but does require compliance with best available dust control measures.
- *Biological Resources* – Potential biological resource impacts will be analyzed and described and, if appropriate, mitigation measures will be identified. A Biological Assessment for threatened and endangered species would be prepared (described in Task 5 below).
- *Cultural Resources* – Potential cultural resource impacts will be described and, if appropriate, mitigation measures will be identified. *A cultural-resource survey is not anticipated to be necessary for this project.*
- *Geology/Soils* – Geologic and soil impacts will be analyzed. *A geotechnical report is not included in this scope of work.*
- *Hazards and Hazardous Materials* – A qualitative description of potential hazards and hazardous materials impacts will be provided. GHD Inc. will conduct a database search through Environmental Data Resources, Inc. (EDR) and will access the California Department of Toxic Substances Control (DTSC) Cortese List to assess the proximity of known contaminated sites to the work sites. *A Phase I ESA is not included in this scope.*
- *Hydrology/Water Quality* – Potential impacts of the project on water quality and hydrology will be identified. *This scope does not include detailed hydrologic or bathymetric studies.*
- *Noise* – The existing noise environment at the project sites will be described and nearby sensitive receptors identified. The potential noise impacts associated with the project would be identified and discussed. *The scope does not include noise measurements or a noise study.*
- *Public Services and Utility Systems* – Existing public services and utilities in the vicinity of the project site will be described based on information to be obtained from the City.
- *Transportation/Circulation* – Daily vehicle trips to and from project site during active project construction will be discussed. *A traffic study is not a part of this scope of work.*

It is assumed that the GHD Inc. will circulate the IS/MND according to the City mailing list (distribution of up to 30 copies). GHD Inc. will develop a Mitigation Monitoring and Reporting Plan and prepare (MMRP) a Notice of Determination (NOD).

It is anticipated that GHD Inc. will respond to up to five (5) letters of comment (with up to four specific comments within each letter) from public/agency/City representatives related to the ISMND that require a minimal level of response (i.e. no new/additional technical studies or analysis).



***The Estimated Fee for Option 2 is: \$15,000***

**Task 2 - Army Corps of Engineers (USACE) 404 Permit**

GHD Inc. will complete the Section 404 permit application, including preparation of figures and graphics, and submit to the County for draft review. The project would likely qualify for a USACE Nationwide No. 3 - Maintenance permit. Following incorporation of City comments, GHD Inc. will revise the draft application into final submittal package. The final USACE application package will then be submitted to the USACE Eureka district office.

Assumption: This scope of work of work does not include coordination with agency staff after submittal of application.

***The Estimated Fee for Task 2 is: \$2,500***

**Task 3: Regional Water Quality Control Board (RWQCB) 401 Water Quality Certification Application**

GHD Inc. will prepare a draft RWQCB 401 certification application including preparation of figures and graphics, and submit to the City for draft review. Following incorporation of comments, GHD Inc. will revise the draft application into final submittal package. The final 401 certification application package will then be submitted to the RWQCB district office.

Assumption: This scope of work of work does not include coordination with agency staff after submittal of application.

***The Estimated Fee for Task 3 is: \$2,500***

**Task 4: Department of Fish and Wildlife (DFW) Streambed Alteration Agreement**

GHD Inc. will prepare a DFW Streambed Alteration Agreement application and submit to the City for draft review. Following incorporation of comments, GHD Inc. will revise the draft application into final submittal package. The final application package will then be submitted to the DFW district office. The City would be responsible for any permit fees.

Assumption: This scope of work of work does not include coordination with agency staff after submittal of application.

***The Estimated Fee for Task 4 is: \$2,500***



#### **Task 5: Biological Assessments (BA)**

GHD Inc. will complete a Biological Assessment (BA) to federal standards and provide to the City for coordination of Endangered Species Act (ESA) Section 7 consultation between ASACE and NOAA. The BA will assess federal endangered, threatened, or candidate species identified in the USFWS database for the appropriate quadrangle as well as other federally listed species which are known to occur or could occur in the project vicinity. The BA will define the action area, assess potential impacts for each species, and make a determination for each species (no affect, may affect but not likely to adversely affect, or may affect and likely to adversely affect). For species with a "may affect" determination, mitigation measures will be identified to avoid or minimize potential impacts.

As necessary based on project impacts and species information, a species-specific analysis of State listed species will be prepared and submitted to the City for use in negotiating any necessary species protection measures from DFW.

***The Estimated Fee for Task 4 is: \$12,500***

#### **SCHEDULE**

GHD proposes to complete Tasks 1-5 of the above scope of services within 90 days after receiving authorization to proceed. Please be aware that the schedule may be changed by factors beyond GHD Inc.'s control such as regulatory agency and public input.

#### **COMPENSATION**

This project will be billed on a time and materials per GHD Fee Schedule in effect at the time services are performed. We will assist the City up to the budgeted amount of \$35,000 and not exceed that amount without written authorization by City. Charges will be invoiced monthly and due within 30 days. A charge at the maximum legal rate of interest will be assessed on past due accounts.

#### **AGREED**

City of Rio Dell

GHD Inc

  
Jim Stretch, City Manager, Date

5.14.13

  
Steven Allen, Regional Office Manager, Date

5/14/13

\_\_\_\_\_  
Rio Dell Accounting Tracking Number




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675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



TO: Honorable Rio Dell City Council

FROM:  Jim Stretch, City Manager

DATE: May 21, 2013

SUBJECT: Authorization for City Manager to Sign Wildwood Ave Pedestrian and Landscape Project Documents

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Authorize the City Manager to sign and submit 1). Local Agency Construction Administration Checklist and 2). the Request for Approval of Cost Effectiveness/Public Interest Finding

**BACKGROUND AND DISCUSSION**

As the Council is aware, the State Transportation Improvement Program (STIP) has approved the City's Wildwood Avenue Pedestrian and Landscape Improvement plan and funded the project in the amount of \$589,000. The plans and specifications are 100% complete and in a separate agenda item this evening the Council is requested to authorize the project to be put out to bid.

Projects that are funded with State and Federal funds require findings and certifications that seem to be endless, but no doubt for a good purpose. Attached are two (2) more concerning a finding that it is in the public interest, and it is cost effective, for Pacific Gas & Electric (PG&E) to furnish the electrical service to the Town Clock and the Welcome Sign. Since PG&E is the only utility provider in the City, it is not difficult to make this finding.

The second document to be signed is the Local Agency Construction Contract Administration Checklist for the project. The local agency's responsible person signs it to acknowledge that the agency is informed of and will follow the checklist of contract requirements.

It is recommended that the City Council authorize the City Manager to sign these documents on-behalf of the City.

Cc: Merritt Perry, GHD, Inc.

**EXHIBIT 12-F REQUEST FOR APPROVAL OF COST EFFECTIVENESS/PUBLIC INTEREST FINDING**

U.S. DEPARTMENT OF TRANSPORTATION		FEDERAL HIGHWAY ADMINISTRATION		CALIFORNIA DEPARTMENT OF TRANSPORTATION
<b>REQUEST FOR APPROVAL OF COST-EFFECTIVENESS/PUBLIC INTEREST FINDING</b>				
<b>COST-EFFECTIVENESS DETERMINATION REQUIRED</b>		<b>PUBLIC INTEREST DETERMINATION REQUIRED</b>		
<input type="checkbox"/> Use of force account (23 CFR 635.204, 205)* <input type="checkbox"/> Use of publicly owned equipment (23 CFR 635.106) <input type="checkbox"/> Other: _____		<input type="checkbox"/> Use of non-competitive negotiated consultant contracts (23 CFR 172.5)* <input checked="" type="checkbox"/> Use of publicly furnished materials (23 CFR 635.407) <input type="checkbox"/> Use of proprietary products and processes (23 CFR 635.411) <input type="checkbox"/> Use of contracting method other than competitive bidding (23 CFR 635.104/204)* <input type="checkbox"/> Use of mandatory borrow/disposal sites (23 CFR 635.407) <input type="checkbox"/> Advertising period less than 3 weeks (23 CFR 635.112)* <input type="checkbox"/> Waiver of Buy America Requirements (23 CFR 635.410)** <input type="checkbox"/> Other: _____  * Requires Caltrans District approval ** Requires FHWA approval		
FEDERAL-AID PROJECT	CLASS OF FEDERAL FUNDS: <input type="checkbox"/> IM <input type="checkbox"/> NH <input checked="" type="checkbox"/> STP <input type="checkbox"/> OTHER:			
	STEWARDSHIP: <input type="checkbox"/> DELEGATED <input type="checkbox"/> HIGH PROFILE			
EA	DIST-CO-RTE- PM	ESTIMATED COST	FEDERAL FUNDS	
RPSTPLE-5396(007)	Wildwood Ave, Rio Dell	\$6,000 each (\$12,000)	\$6,000 each (\$12,000)	
RPSTPLE-5396(007)	Wildwood Ave, Rio Dell	\$500	\$500	
GENERAL LOCATION		GENERAL DESCRIPTION OF WORK:		
Near intersection of Edwards Drive and Wildwood Ave and near intersection of Cedar Street and Wildwood Ave.		PG&E Metered Service Connections & Welcome Sign Design and Manufacturing		
REASONS THAT REQUESTED APPROVAL IS CONSIDERED TO BE COST-EFFECTIVE OR IN THE PUBLIC'S BEST INTEREST (STATE):				
<p>The requested approval is considered to be in the public's best interest.</p> <p>New electric service is required to power the proposed clock and proposed lighting associated with the Welcome Sign, Art Pedestals and Clock. A PG&amp;E service connection application has been initiated and PG&amp;E approval and installation is required for new metered connections. There is no other vendor available to offer new metered electrical service in the vicinity of the project.</p> <p>A Welcome Sign design matching the existing Welcome Sign on the other end of town (north) is desired for continuity within the City. The design and manufacturing of the Welcome Sign will be contracted to an artist and procured by the City.</p>				
REMARKS (STATE):				
PREPARED/APPROVED BY LOCAL AGENCY'S REPRESENTATIVE		REPRESENTATIVE NAME AND TITLE:	Date:	
*APPROVED BY DISTRICT LOCAL ASSISTANCE ENGINEER (DLAE)		DLAE NAME:	Date:	
**APPROVED BY FHWA (Buy America Waiver only)		FHWA REPRESENTATIVE NAME:	Date:	

Distribution: 1) Local Agency File -Original 2) DLAE -Copy 3) Caltrans Project Manager -Copy if on the SHS

## INSTRUCTIONS

1. Check appropriate box under “Cost-Effective Determination Required” or “Public Interest Determination Required.”
2. Check “Class of Funds” as follows: IM-Interstate Maintenance, NH-National Highway, STP-State Transportation Program, Other (all other classes).
3. Provide the Federal-aid Project EA number in first column.
4. Identify Caltrans District-County-State Route-Post Mile, or City and street in second column.
5. List Estimated Cost of the portion of the project subject to this PIF.
6. List the amount of the Federal Funds in the portion of the project subject to this PIF.
7. Describe “General Location” applicable to this PIF.
8. Provide “General Description of Work” affected by this PIF.
9. Explain and give “Reasons that requested approval is considered to be cost-effective, or in the public’s best interest.” Provide cost analysis or comparison as evidence of cost-effectiveness.
10. “Remarks” is for the Local Agency Representative preparing the Finding.
11. Signature, Name, and Title of Local Agency Representative preparing or approving PIF, as appropriate, and Date.
12. Signature and Name of District Local Assistance Engineer approving the PIF, as required, and Date.
13. Signature and Name of FHWA representative approving the PIF for Buy America waivers, and Date.

**EXHIBIT 15-A LOCAL AGENCY CONSTRUCTION CONTRACT ADMINISTRATION CHECKLIST**Local Agency City of Rio Dell**I. ADVERTISE AND AWARD PROJECT****A. Project Advertisement**

- ☒ Projects are not advertised until the Authorization to Proceed (E-76) for the construction phase has been approved by Caltrans FHWA.
- ☒ For all Federal-aid projects, a minimum of three weeks for project advertisement is required (15.4 "Project Advertisement").

**B. Contract Bid Opening**

- ☒ All bids are opened publicly and read aloud either item-by-item, or by total amount. If a bid is not read, the bidder is to be identified and the reason for not reading the bid announced (15.5 "Contract Bid Opening")

The following documents will be completed and retained in the project files.

- ☒ For federal-aid projects, a list of bidders and total amount bid with an item-by-item breakdown (Exhibit 15-D, "Sample Bid Tabulation Summary Sheet") of the three lowest bidders.
- ☒ Bidders' list to be compiled from prime and subcontractors bidding or quoting on contract.
- ☒ If a DBE goal is specified, the original of the Local Agency Bidder DBE Commitment (Construction Contracts) (Exhibit 15-G).
- ☒ EEO Certification (Exhibit 12-E, Attachment C), The Noncollusion Affidavit (Exhibit 12-E, Attachment D), Non-Lobbying Certification (Exhibit 12-E, Attachment F), Disclosure of Lobbying Activities (Exhibit 12-E, Attachment G)
- ☒ Local Agency Bid Opening Checklist (Exhibit 15-I)

**C. Contract Award**

- ☒ Contracts are awarded on the basis of the lowest responsive bid from a responsible bidder (15.6 "Contract Award").
- ☒ For all NHS projects, a bid analysis will be performed (15.6 "Contract Award").
- ☒ No negotiations with contractor occurred prior to award (not allowed).

**Local Agency Construction Contract Administration Checklist**

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The following documents will be forwarded to the Caltrans District Local Assistance Engineer immediately after award of the contract:

- ☒ Contract Award Checklist (Exhibit 15-L)
- ☒ Detail Estimate (Exhibit 15-M)
- ☒ One copy of the Local Agency Bidder DBE Commitment (Construction Contracts) (Exhibit 15-G)
- ☒ Finance Letter
- ☒ RE's Checklist

**D. Subcontracting**

- ☒ For all federal-aid transportation projects, at least 30% of the contract work is to be performed by the prime contractor (see Chapter 16, Section 16.6 "Subcontractors")

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Local agency's person in "Responsible Charge"

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(date)

Distribution: (1) Original Local Agency Project  
File  
(2) One copy - DLAE

*Rio Dell City hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



May 21, 2013

TO: Honorable Mayor and City Council  
FROM: Jim Stretch, City Manager  
SUBJECT: Preparation of information, options and strategy for Rio Dell to meet the impending State mandated 75% solid waste diversion requirement

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Give staff direction to research and prepare options for the development of a strategy to meet the impending State (2020) 75% solid waste diversion requirement.

BACKGROUND AND DISCUSSION

Attached to this report is a May 2, 2013 letter from CalRecycle, Department of Resources Recycling and Recovery, informing the City that its 2007-2011 wastestream diversion was compliant with State Assembly Bill 939 (AB 939) requirements set at 50%. The City just did meet that requirement. If it hadn't, the City could have been subject to a fine of up to \$10,000/day.

The letter goes on to say that we should be concerned about continuing to meet the minimum diversion requirement when the economy rebounds because businesses produce more, consumers buy more and construction waste increases. Also, the State recycling requirement is set to increase to 75% by the year 2020, which will be challenging for any community.

A fact that jumps right out without much analysis is that our records indicate that the City has on the average month the potential of 1,442 utility accounts in the City, as compared to Eel River Disposal's (ERD) records that show that they have 591 monthly residential and commercial accounts, including recycling totes. Can it really be that only 41% of our residents and businesses subscribe to refuse and recycling collection services? If that is the case, it is a wonder that we achieved the 50% diversion mandate.

Staff is of the opinion that we should begin to study options available to us now, engaging the public in the process as we go along and develop a strategy for implementation of the AB939 mandate at the earliest opportunity. City Council direction is requested on this issue.



## DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • WWW.CALRECYCLE.CA.GOV • (916) 322-4027

P.O. Box 4025, SACRAMENTO, CALIFORNIA 95812

May 2, 2103

Jim Stretch  
City Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

Dear Mr. Stretch,

We are writing regarding the status of CalRecycle's most recent review of whether the City of Rio Dell is in compliance with meeting AB 939 requirements (most importantly in terms of implementing diversion programs). Public Resources Code (PRC) Section 41825 specifies a schedule for this review and requires CalRecycle to make an independent evaluation and finding of whether each jurisdiction was in compliance with PRC Section 41780 during the review period. As a result of this review, CalRecycle may find that:

- 1) A jurisdiction is meeting the requirements of AB 939 because:
  - a. it has adequately implemented its diversion programs and has achieved the diversion requirement; or
  - b. while it has not achieved the diversion requirement, it has made a good faith effort to implement diversion programs; or
- 2) A jurisdiction has failed to adequately implement its SRRE and/or HHWE and the process should commence to consider whether issuance of a compliance order would be appropriate. Jurisdictions that fail to satisfy the conditions of a compliance order may be subject to a fine of up to \$10,000 per day.

The 2007-2011 Jurisdiction Review has been finalized. CalRecycle has found the City of Rio Dell is meeting the requirements of AB 939. We commend the City for continuing to dedicate resources to meeting the requirements of AB 939. Your efforts are helping to conserve natural resources, strengthen the State's economy, and reduce greenhouse gas emissions.

While we are pleased about this finding, we also want to note that as the economy rebounds businesses will likely produce more, consumers will buy more, and construction will increase. While this would be great news, we consequently also expect that more solid waste will be generated and discarded. As a result, continuing the City's diversion programs is critical to ensuring continued compliance with AB 939, as well as implementing the requirements of the Mandatory Commercial Recycling law. Based on the jurisdiction review analysis, CalRecycle management has identified some areas of assistance that may become challenging and could impact the City's ability to meet the AB 939 requirement in the next Jurisdiction Review cycle. The areas for assistance include:

- Implementing and monitoring of Mandatory Commercial Recycling.
- Implementing the California Green Building Code Standards adopted by the California Building Standards Commission.
- Obtaining and analyzing program data to assess the effectiveness of programs and target efforts.
- Exploring City-wide, universal recycling collection.


To ensure that the City is poised to implement mandatory commercial recycling and to continue implementing its diversion programs to handle the anticipated increase in solid waste disposal, Spencer



Fine from CalRecycle's Local Assistance and Market Development (LAMD) Branch will contact you to set up your annual site visit.

In conclusion, we are pleased the City of Rio Dell has been found to be in compliance with PRC Section 41780 as part of the 2007-2011 Jurisdiction Review. At the same time, we are looking to the future and want to work with you to ensure the continued success of the jurisdiction's overall diversion efforts. If you have any questions, please contact your LAMD representative, Spencer Fine, at 916-341-6465 or [spencer.fine@CalRecycle.ca.gov](mailto:spencer.fine@CalRecycle.ca.gov).

Sincerely,



Howard Levenson, Deputy Director, Materials Management and Local Assistance Division



Cara Morgan, Chief, Local Assistance and Market Development Branch



Kenneth Yee, Section Manager, North Section

cc: Terry Brennan, Supervisor, North Unit 2



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*675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532*



May 21, 2013

TO: Honorable Mayor and City Council

FROM: Merritt Perry, City Engineer

THROUGH:  Jim Stretch, City Manager

SUBJECT: Advertising for Bids for the Wildwood Avenue Streetscape Improvement Project and  
Safe Routes To Schools Project

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

Authorize the City Manager to Advertise for bids for two projects; the Wildwood Avenue Downtown Streetscape Project Improvement Project and the Davis and Wildwood Avenue Safe Routes to School Project

**BACKGROUND AND DISCUSSION:**

**Wildwood Avenue Downtown Streetscape Improvement Project**

The plans and specifications for the Wildwood Avenue Downtown Streetscape Project Improvement Project are essentially complete. As you are aware, the project is structured to include a base bid and bid alternates to ensure that the base bid will be within the available budget. The bid alternates developed by the Council include a welcome sign at the south end of town, art pedestals, a town clock and tree grates.

The California Transportation Commission allocated the state funds programmed for the projects at their March meeting. Caltrans is currently preparing the Notice to Proceed with Construction and will issue the Notice once the federal portion of the funding has been authorized. We anticipate receiving that authorization the last week of May. Once the City receives the Notice to Proceed from Caltrans, it will advertise the project for bid. The following is the anticipated schedule through the construction of the project:

- Receive Notice to Proceed with Construction- 5/31
- Advertise for Bids-6/2
- Open Bids-6/21
- Council to Award Contract-6/25

- Notice to Contractor to Proceed with Construction-7/17
- Begin Construction-8/5 (After Wildwood Days)
- End Construction-11/5/2013

Construction is anticipated to take up to 90 days. This project is funded with State and Federal Funds with an anticipated construction budget of \$589,000. A copy of the final plans and estimate of probable construction cost is included in the Council's package.

### **Davis and Wildwood Avenue Safe Routes to School Project**

The plans and specifications for the Davis and Wildwood Avenue Safe Routes to School Project are essentially complete and the City was notified by CalTrans of the allocation last August 2012. The project includes the construction of a lighted pedestrian crossing to improve safety at the intersection of Wildwood, a bulb out at the existing trail crossing at 2<sup>nd</sup> and Davis Street on the south side of Davis Street, and additional sidewalk on the south side of Davis Street between Second and Third Avenue. This project is State funded with an approximate 10% city match and the anticipated amount available for construction is \$149,500.

Construction is anticipated to begin at the same time as the Wildwood Avenue Project and end approximately one month earlier. In this way the cost of construction management for both projects can utilize the same individual, thus leaving as much project monies available as possible for bid alternatives.

All other milestone dates are anticipated to be the same as the Wildwood Avenue Project. A copy of the draft final plans and estimate of probable construction cost have been reviewed by staff and are included in the Council's package.

The City Council will be provided with the bid results for both projects at the second council meeting in June (6-18-13) with a recommendation from staff to award the contracts to the lowest responsive and responsible bidders for each project.

## Opinion of Probable Construction Cost

Agency: City of Rio Dell

Project Name: Wildwood Avenue and Davis Street Safe Routes to Schools

Project Location: Wildwood Ave at Center St / Davis St & Second / Davis from Second to Third St

Date of Estimate: April 12, 2013

Prepared by: GHD INC

### PROJECT 1 - ENHANCED CROSSING @ WILDWOOD & CENTER

Item No.	Description	Quantity	Units	Unit Cost	Total
1	Mobilization/Demobilization	1	LS	\$2,500	\$2,500
2	Stationary-Mounted Construction Area Signs	4	EA	\$500	\$2,000
3	Temporary Traffic Control	1	LS	\$3,000	\$3,000
4	Construction Staking	1	LS	\$500	\$500
5	Roadside Signs	1	EA	\$800	\$800
6	In-Roadway Warning Lights (including installation)	9	EA	\$600	\$5,400
7	LED Enhanced Roadside Sign, 1-Post	2	EA	\$800	\$1,600
8	LED Enhanced ADA Pushbutton Assembly	2	EA	\$400	\$800
9	1A Signal Poles	2	EA	\$1,200	\$2,400
10	Pull Boxes, DH, & Conduits	1	LS	\$2,000	\$2,000
11	Electrical Power Control Unit (PCU), Cabinet, Battery Backup	1	LS	\$6,500	\$6,500
12	Electrical Service for System (From nearest pole)	1	LS	\$3,000	\$3,000
13	Installation of Electrical System	1	LS	\$18,000	\$18,000
Subtotal					\$48,500
Estimating Contingency (10%)					\$4,850
Opinion of Probable Construction Cost					\$53,350

### PROJECT 2 - INTERSECTION @ DAVIS & 2nd & SIDEWALK

Item No.	Description	Quantity	Units	Unit Cost	Total
1	Mobilization/Demobilization	1	LS	\$3,500	\$3,500
2	Stationary-Mounted Construction Area Signs	8	EA	\$500	\$4,000
3	Temporary Traffic Control	1	LS	\$1,500	\$1,500
4	Construction Staking	1	LS	\$500	\$500
5	Water Pollution Control	1	LS	\$250	\$250
6	Demolition of Existing Facilities	1	LS	\$1,500	\$1,500
7	Clearing and Grubbing	1	LS	\$2,000	\$2,000
8	Remove Paint Pavement Markings	140	SF	\$4	\$560
9	Class 11 Aggregate Base	100	CY	\$45	\$4,500
10	Minor Concrete (Curb)	66	LF	\$40	\$2,640
11	Minor Concrete (Curb and Gutter)	160	LF	\$60	\$9,600
12	Minor Concrete (Sidewalk)	934	SF	\$15	\$14,010
13	Minor Concrete (Curb Ramp)	110	SF	\$30	\$3,300
14	Minor Concrete (Driveway)	288	SF	\$20	\$5,760
15	Detectable Warning Surface (Truncated Domes)	89	SF	\$45	\$4,005
16	Thermoplastic Pavement Markings	366	SF	\$25	\$9,150
17	Roadside Sign(s), 1-Post	2	EA	\$500	\$1,000
18	Reset Roadside Sign(s), 1-Post	2	EA	\$500	\$1,000
19	Adjust Existing Water Meter to grade	2	EA	\$550	\$1,100
Subtotal					\$69,875
Estimating Contingency (10%)					\$6,988
Opinion of Probable Construction Cost					\$76,863

### ENGINEERING COST BREAKDOWN

Item No.	Description	Quantity	Units	Unit Cost	Total
20	Design Engineering & Surveying	1	LS	\$18,950	\$18,950
21	Construction Engineering (Assume 10% of Construction Cost)	1	LS	\$13,021	\$13,021
Subtotal					\$31,971
Opinion of Probable Engineering Cost					\$31,971

TOTAL OPINION OF PROBABLE PROJECT COST	<b>\$162,184</b>
FUNDS AVAILABLE	<b>\$159,500</b>

**PROJECT 1 ADD ALTERNATE 1 - ENHANCED CROSSING @ WILDWOOD & CENTER**

Item No.	Description	Quantity	Units	Unit Cost	Total
1	Water Pollution Control	1	LS	\$250	\$250
2	Demolition of Existing Facilities	1	LS	\$1,500	\$1,500
3	Remove Thermoplastic Pavement Markings	182	SF	\$5	\$910
4	Remove 4" Thermoplastic Traffic Stripe	240	LF	\$4	\$960
5	Class II Aggregate Base	50	CY	\$60	\$3,000
6	Minor Concrete (Curb)	51	LF	\$40	\$2,040
7	Minor Concrete (Curb and Gutter)	75	LF	\$60	\$4,500
8	Minor Concrete (Sidewalk)	1691	SF	\$15	\$25,365
9	Minor Concrete (Curb Ramp)	311	SF	\$30	\$9,330
10	Detectable Warning Surface (Truncated Domes)	75	SF	\$45	\$3,375
11	4" Thermoplastic Traffic Stripe	140	LF	\$15	\$2,100
12	8" Thermoplastic Traffic Stripe	42	LF	\$30	\$1,260
13	Thermoplastic Pavement Markings	154	SF	\$25	\$3,850
14	Red Paint Curb (2-Coats)	15	LF	\$4	\$60
15	Hot Mix Asphalt (Type A)	8	Tons	\$200	\$1,600
14	Thermoplastic Pavement Markings	182	SF	\$8	\$1,456
				Subtotal	\$61,556

Opinion of Probable Construction Cost						
Agency: CITY OF RIO DELL						
Project Name: WILDWOOD AVENUE STREETSCAPE IMPROVEMENTS PROJECT						
Project Location: CITY OF RIO DELL						
Date: 03/01/2013						
Prepared by: BV,MP						
Bid Opening: TBD		Expenditure Authorization: TBD				
District: 1		County: Humboldt				
Route:		PM:		Source of Funds: TE		
		Federal Aid No. RPSTPLE - 5396 (007)				
Description:		The enhancement activities consist of pedestrian and streetscape improvements on Wildwood Avenue between Side Street and the Eagle Prairie Bridge. Improvements include medians, planting strips and or boxes, replacemen/installation tree wells, installation of irrigation lines for trees, reconfiguration of parking and striping (no net loss), a gateway sign, clock, art pedestals and other related improvements within the existing roadway. Additional improvements include street furniture and sidewalk repairs.				
BASE BID SCHEDULE ITEMS - STA 10+00 TO END (SIDE STREET TO EAGLE PRAIRIE BRIDGE)						
Item No.	Description	Quantity	Units	Unit Cost	Total	
General Construction Items						
1	Mobilization/Demobilization <sup>1</sup>	1	LS	\$19,390	\$19,390	
2	Construction Area Signs	15	EA	\$300	\$4,500	
3	Traffic Control (Throughout Construction)	1	LS	\$15,000	\$15,000	
4	Erosion and Sediment Control	1	LS	\$5,000	\$5,000	
5	Remove Existing Pavement Striping & Markings	1	LS	\$3,000	\$3,000	
Site Work						
6	Cold Plane Asphalt Concrete 6" max	1372	SY	\$30	\$41,147	
7	Roadway Excavation (18", 15 trees <sup>2</sup> @ 24")	652	CY	\$30	\$19,568	
8	Minor Concrete (6" Curb, A1-6)	1740	LF	\$27	\$46,980	
9	2" Water Service Connection	1	LS	\$6,000	\$6,000	
Landscape and Irrigation <sup>3</sup>						
10	Landscape and Irrigation	1	LS	\$202,240	\$202,240	
Striping, Markers, and Symbols						
11	Thermoplastic Pavement Markings	322	SF	\$10	\$3,220	
12	4-Inch Thermoplastic Traffic Stripe (22, 27B, 21, Loading Zone)	5380	LF	\$3	\$16,140	
13	6-Inch Thermoplastic Traffic Stripe (39, 39A)	3958	LF	\$6	\$23,748	
14	8-Inch Thermoplastic Traffic Stripe (38)	50	LF	\$8	\$400	
15	Retroreflective Pavement Marker (Type H Detail 26)	85	EA	\$10	\$850	
					Base Bid Schedule Subtotal	
					\$407,183	
Base Bid Schedule Total Opinion of Probable Construction Cost					\$407,183	
ADDITIVE BID ALTERNATE 1: Welcome Sign, Lighting and Electrical						
Item No.	Description	Quantity	Units	Unit Cost	Total	
16	Welcome Sign Installation	1	LS	\$10,000	\$10,000	
17	Lighting & Electrical <sup>4</sup>	1	LS	\$13,500	\$13,500	
Additive Bid Alternate 1 Sub Total					\$23,500	
ADDITIVE BID ALTERNATE 2 Art Pedestals						
Item No.	Description	Quantity	Units	Unit Cost	Total	
18	Art Pedestals	2	EA	\$3,000	\$6,000	
Additive Bid Alternate 2 Sub Total					\$6,000	
ADDITIVE BID ALTERNATE 3: Clock						
Item No.	Description	Quantity	Units	Unit Cost	Total	
19	Clock	1	LS	\$13,500	\$13,500	
20	Clock Pedestal	1	LS	\$3,000	\$3,000	
Additive Bid Alternate 3 Sub Total					\$16,500	
ADDITIVE BID ALTERNATE 4: Tree Wells						
Item No.	Description	Quantity	Units	Unit Cost	Total	
21	Tree Wells (15 gal Trees)	22	EA	\$2,600	\$57,200	
Additive Bid Alternate 4 Sub Total					\$57,200	
ADDITIVE BID ALTERNATE 5: Street Furniture						
Item No.	Description	Quantity	Units	Unit Cost	Total	
Street Furniture						
22	Cement Bench	4	EA	\$550	\$2,200	
Additive Bid Alternate 5 Sub Total					\$2,200	
ADDITIVE BID ALTERNATE 6: Sidewalk Replacement						
Item No.	Description	Quantity	Units	Unit Cost	Total	
23	Sidewalk and Driveway Approach Demolition	33	CY	\$30	\$1,000	
24	Sidewalk and Driveway Approach Repair	300	SF	\$10	\$3,000	
Additive Bid Alternate 6 Sub Total					\$4,000	
				Base Bid Total	\$407,183	
Base Project				PG&E Connections (2)	\$12,000	
				Welcome Sign	\$500	
				Construction Engineering	\$39,000	
				Bid Alternate 1	\$23,500	
				Bid Alternate 2	\$6,000	
Bid Alternates				Bid Alternate 3	\$16,500	
				Bid Alternate 4	\$57,200	
				Bid Alternate 5	\$2,200	
				Bid Alternate 6	\$4,000	
Contingency (10% Total Construction Costs)					\$51,658	
Base Construction Total					\$619,741	
FUNDS AVAILABLE					\$538,000	
Notes						
1	Mobilization/Demobilization = 5% of Total Construction Cost (not including contingencies)					
2	Excavation for each tree = 24" deep by 64" wide x 64" long					
3	Landscaping: Materials and Installation of plants, topsoil, fertilizer, compost, weed mat, bark, lawn, wood stakes, and associated materials					
	Irrigation: Materials and Installation of piping, pipe fittings, cleaner and primer, solvent cement, sleeves, irrigation heads, control valves, isolation valves, and double check valve, valve boxes and covers, irrigation controllers, drip irrigation, wire and electrical connectors, and associated materials.					
4	Lighting and Electrical: Materials and installation of all electrical components identified in the plans and specifications.					

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*675 Wildwood Avenue  
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council

THROUGH: Jim Stretch, City Manager

FROM: Karen Dunham, City Clerk

DATE: May 21, 2013

SUBJECT: Appointment for Vacancy on the Rio Dell Planning Commission

#### **RECOMMENDATION**

1) Approve appointment of Carol Theuriet to the Rio Dell Planning Commission to fill the unexpired term ending December 31, 2015; or 2) Direct staff to post a Notice of Vacancy extending the application period.

#### **BUDGETARY IMPACT**

None

#### **BACKGROUND AND DISCUSSION**

There is currently one (1) vacancy on the Rio Dell Planning Commission as the result of the resignation of Gordon Johnson on April 24, 2013. The Notice of Vacancy as posted on April 26, 2013 with the last day for submittal of applications being May 16, 2013.

As you are aware, the procedures for appointments by the City Council for vacant positions on Boards or Commissions as set forth in Resolution No. 1127-2011, allows applicants the opportunity to make a short presentation to the Council at a public meeting.

Carol Theuriet is the only applicant at this time wishing to be considered for appointment, and will be present at the meeting to answer any questions Council may have regarding her background and qualifications for the position.

Should the Council choose to approve the appointment this evening, the Council can simply forego balloting and approve the appointment of Carol Theuriet to fill the unexpired term ending December 31, 2015.

ATTACHMENT: Application for Commission Appointment

**RECEIVED**5-8-13 *RD*

**CITY OF RIO DELL  
APPLICATION FOR  
PLANNING COMMISSION APPOINTMENT**

Thank you for expressing your interest in serving the community as an appointed member of the Rio Dell Planning Commission. All applicants must permanently reside within the City of Rio Dell at the time of application. The appointed Planning Commissioner will be required to file a Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 required by California Government Code §87200 et seq. and the City of Rio Dell Conflict of Interest Code.

This application is considered a public record pursuant to the California Public Records Act (Government Code §6520 et seq.) and may be made available to any member of the public upon request.

**PERSONAL DATA:**

Name: CAROL D. THEURIET

Address Where you Reside: 553 PACIFIC AVE RIO DELL, CA

Mailing Address (if different): \_\_\_\_\_

Home Phone: 707-764-3094 Cell Phone: 209-625-7011

Email Address: CAROLTHEURIET@ATT.NET

**EDUCATIONAL DATA:**

High School: WILLOW GLEN HIGH SCHOOL SAN JOSE CA

*2 YEARS - JOB RELATED SAN JOSE COMMUNITY COLLEGE - SAN JOSE*

College/University: SAN JOSE STATE UNIVERSITY - SAN JOSE  
MODESTO COMMUNITY COLLEGE - MODESTO

**EMPLOYMENT DATA:** FUND RAISING SCHOOL SAN FRANCISCO

*CONTINUATION CREDITS*

Current Employer/Occupation When Employed: CARLEIGH PACKAGING - OWNER



**GENERAL INFORMATION:**

Do you currently serve on a City Board or Commission? \_\_\_\_\_ Yes X No

If yes, please list: \_\_\_\_\_

Please list any past or present community involvement: BOARD OF DIRECTORS -  
EAGLE PRAIRIE ARTS DISTRICT

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community: \_\_\_\_\_

TO BE AN ACTIVE PART OF THE COMMUNITY IN  
SERVICE WITH THE CITY OF RIO DELL.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. \_\_\_\_\_ Yes X No

If yes, please explain:

**CERTIFICATE OF APPLICANT:**

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: May 15, 2013 SIGNATURE: Carol D. Theuriot

RETURN COMPLETED APPLICATION TO:

Karen Dunham, City Clerk  
675 Wildwood Avenue  
Rio Dell, CA 95562  
Phone: 764-3532  
admin1@riodellcity.com

*Rio Dell City hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



May 21, 2013

TO: Honorable Mayor and City Council  
FROM: Jim Stretch, City Manager  
SUBJECT: Review of City Council Member assignments to Boards, Commissions, Committees and Joint Powers Agencies

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Review the assignments of City Council Members to the various Boards, Commissions, Committees and Joint Powers Agencies made on January 15, 2013 and approve any changes that the Council feels appropriate

BACKGROUND AND DISCUSSION

Section 2.55.070 of the Rio Dell Municipal Code provides that the Council shall by majority vote authorize membership and appoint representatives of the City to such organizations as Humboldt Transit Authority, Humboldt County Association of Governments, Humboldt Waste Management Authority and others. Typically the Council makes these appointments annually at the same meeting when they select the Mayor.

On January 15, 2013 the City Council approved the attached appointments with consideration given to Council Member Leonard's preference in terms of avoiding travel and night meetings.

As you know the Council accepted Mr. Leonard's resignation on March 5, 2013 and the process to fill the position began immediately, culminating in the appointment of Mr. Gordon Johnson on May 7, 2013. The Council deferred changing any assignments that evening and directed that the matter be placed on the May 21, 2013 agenda for consideration.

## CITY COUNCIL BOARD/COMMITTEE/COMMISSION ASSIGNMENTS

	<u>Appointee</u>	<u>Alternate</u>
Humboldt County Association of Governments (HCAOG) <ul style="list-style-type: none"> <li>Meets 3rd Thursday at 4:00 PM in Eureka</li> </ul>	Thompson	Leonard
Humboldt County Convention & Visitors Bureau <ul style="list-style-type: none"> <li>Meets Quarterly for lunch (various locations)</li> </ul>	Leonard	Marks
Humboldt County Waste Management Authority (HCWMA) <ul style="list-style-type: none"> <li>Meets 3<sup>rd</sup> Thursday @ 6:30 PM in Eureka</li> </ul>	Thompson	Wilson
Humboldt Transit Authority (HTA) <ul style="list-style-type: none"> <li>Meets 3<sup>rd</sup> Wednesday at 9:00 AM at HTA</li> </ul>	Woodall	Leonard
League of California Cities (Redwood Empire Division) (LOCC) <ul style="list-style-type: none"> <li>Meets Quarterly (various locations)</li> </ul>	Woodall	Marks
Redwood Region Economic Development Commission (RREDC) Leonard <ul style="list-style-type: none"> <li>Meets 4<sup>th</sup> Monday at 6:30 PM in Eureka</li> </ul>	Wilson	Marks
Local Agency Formation Commission (LAFco) (No current appointment on LAFco)		
Redwood Coast Energy Authority <ul style="list-style-type: none"> <li>Meets 3<sup>rd</sup> Monday at 3:00 PM in Eureka</li> </ul>	Wilson	Marks
Humboldt/Del Norte Hazardous Response Authority <ul style="list-style-type: none"> <li>Meets Quarterly at 4:30 PM in Eureka</li> </ul>	Woodall	Marks

### Internal Committees

Traffic Committee (Meetings scheduled as needed)	Marks	Wilson
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As updated 1-15-13

# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001423	4/01/2013	[2757] US POSTMASTER	POSTAGE FOR MARCH BILLS	345.86
0001424	4/03/2013	[2366] EEL RIVER DISPOSAL	GARBAGE BAGS FOR MARCH 2013	491.05
0001425	4/03/2013	[2502] KEMP INSPECTION SERVICE	INSPECTION SERVICES FOR MARCH 2013	386.48
0001426	4/03/2013	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PAY PERIOD ENDING 03/22/2013	120.00
0001427	4/03/2013	[2319] SUDDENLINK COMMUNICATIONS	MONTHLY BROADBAND SERVICE FEE FOR APRIL 2013	243.14
0001428	4/03/2013	[2410] NORTH COAST CLEANING SERVICES, INC.	MONTHLY CLEANING CHARGES: MARCH 2013	471.00
0001429	4/03/2013	[2411] FORT DEARBORN LIFE INSURANCE CO.	APRIL 2013 LIFE INSURANCE	252.00
0001430	4/03/2013	[2481] ICMA	RETIREMENT FOR PPE 03/22/2013	4,804.32
0001431	4/03/2013	[2657] RIO DELL EMPLOYEES ASSOC	DUES FOR QUARTER ENDING 03/31/2013	98.00
0001432	4/03/2013	[2659] RIO DELL PETTY CASH	PROPANE	16.66
0001433	4/03/2013	[2710] STARPAGE	APRIL 2013 PAGER SERVICE	12.95
0001434	4/03/2013	[2735] TIMES-STANDARD	AD FOR SENIOR FISCAL ASSISTANT	1,341.01
0001435	4/03/2013	[3179] FORD MOTOR CREDIT CO - MUNICIPAL	APRIL 2013 LOAN PAYMENT: LOAN PAID IN FULL	1,538.40
0001436	4/03/2013	[3975] AT&T - 5709	PHONE CHARGES FOR MARCH 2013	449.65
0001437	4/03/2013	[4338] QUILL CORPORATION	PRINTER: FINANCE DEPARTMENT	193.45
0001438	4/03/2013	[4629] OLKIN & JONES, DRS	EMPLOYEE HIRING COST: SENIOR FISCAL ASSISTANT	65.00
0001439	4/03/2013	[4662] JAMES R STRETCH	CLAIM FOR INSURANCE COVERAGE - JAN 2013-JUNE	1,874.93
0001440	4/03/2013	[5166] VSP-VISION SERVICE PLAN	APRIL 2013 VISION INSURANCE	347.63
0001441	4/03/2013	[5330] CAPITAL ONE COMMERCIAL	SUPPLIES	10.81
0001442	4/12/2013	[0576] 101 AUTO PARTS	WATER OUTLET: FORD F350 V BELT	743.99
0001443	4/12/2013	[1612] VANNYDA BOLDEN	WELDABLE STEEL	60.00
0001444	4/12/2013	[2247] ANTHEM BLUE CROSS	RADIATOR HOSE FORD F350	12,855.00
0001445	4/12/2013	[2293] CITY OF FORTUNA	WAX & CAR WASH	3,387.00
0001446	4/12/2013	[2385] EUREKA READYMIX	BATTERY & CORE DEPOSIT FORD F250	92.49
0001447	4/12/2013	[2393] FASTENAL COMPANY	Deposit Date: 1/08/02-REFUND	693.56
0001448	4/12/2013	[2396] FERNBRIDGE TRACTOR & EQUIPMENT CO., INC.	HEALTH INSURANCE FOR MAY 2013	3,305.03
0001449	4/12/2013	[2408] FORTUNA GLASS & PAINT INC	POLICE DISPATCH SERVICES FOR APRIL 2013	391.20
0001450	4/12/2013	[2460] HUMBOLDT COUNTY SHERIFF ATTN: ADMIN. SERVICES	SERVICES PROVIDED FOR JAN. - MARCH 2013	309.40
			SHOP STOCK: SAND	
			SHOP STOCK: BASE	
			CUSTOM MADE SET SCREWS (100 PIECES)	
			FORKLIFT WHEEL-BRAKE CYLINDER	
			FORKLIFT REPAIRS-FUEL PROBLEMS	
			RED TRAFFIC PAINT	
			CALIFORNIA PAINTCARE AND PAINT SUPPLIES	
			RED TRAFFIC PAINT	
			FIRST QUARTER - PD BOOKING FEES	

# CITY OF RIO DELL CHECK REGISTER

Run: 5/13/2013 at 11:45 AM

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001451	4/12/2013	[2474] HUMMEL TIRE & WHEEL, INC	PURCHASED ONE TIRE: FEBRUARY 2013 TWO LAWN MOWER TIRES	760.89
0001452	4/12/2013	[2501] HAJOCA CORPORATION	INSTALLATION OF FOUR NEW TIRES PARTS FOR WATER METER INSTALLATIONS PARTS FOR WATER INFRASTRUCTURE TAPE MEASURE OUTSIDE DIAMETER TAPE MEASURE REPLACEMENT PART FOR HYDRANT MANHOLE HANDLES	1,539.08
0001453	4/12/2013	[2546] MERCER FRASER CO., INC.	ASPHALT CONCRETE	289.90
0001454	4/12/2013	[2569] NORTH COAST LABORATORIES, INC.	AMMONIA, NITROGEN, NITRATE/NITRITE COLIFORM QUANTI-TRAY	190.00
0001455	4/12/2013	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	QUARTERLY PAYMENT: APRIL - JUNE 2013	12,896.00
0001456	4/12/2013	[2705] CA DEPT. OF JUSTICE	H & S ANALYSIS FOR FEBRUARY 2013	90.00
0001457	4/12/2013	[2714] SWRCB ACCOUNTING OFFICE ATTN: AFRS	BLOOD ALCOHOL ANALYSIS FOR FEBRUARY 2013 PLANT SWPP PERMIT	1,938.00
0001458	4/12/2013	[2742] SCOTIA TRUE VALUE HARDWARE	FIELD SWPP PERMIT 3 GAL PLASTIC SURGERY POLY DECK SCRUB BRUSH SHOP STOCK: ELBOW POWER PLUGS	231.11
0001459	4/12/2013	[2750] USA BLUEBOOK	WIRE ROPE CLIPS & CLR COAT CABLE	2,510.35
0001460	4/12/2013	[2779] WILDWOOD SAW	RED ADAPTER & REDUCER BUSHING	2.78
0001461	4/12/2013	[2787] WYCKOFF'S	LOCKS FOR METERS FLOW METERING DEVICE EDGER BOLT	342.33
0001462	4/12/2013	[2888] CNOA REGION VIII	NONAUTO SUBMERSIBLE PUMP	20.00
0001463	4/12/2013	[3029] REDWOOD COFFEE SERVICE	MARKER PAINT	61.00
0001464	4/12/2013	[3114] 3T EQUIPMENT CO., INC.	TRAINING ADMIN FEE FOR TWO STUDENTS COFFEE SUPPLIES FOR MARCH	187.54
0001465	4/12/2013	[3355] CALIFORNIA DEPT. OF PUBLIC HEALTH	VALVE & GAUGE FOR SEWER PLANT COMPLIANCE TRACKING & MONITORING REVIEW..SYS#	466.20
0001466	4/12/2013	[3782] EUREKA-HUMBOLDT FIRE EXTINGUISHER CO., INC	RECHARGE EXTINGUISHERS	575.09
0001467	4/12/2013	[3878] OLIN CORP - CHLOR ALKALI	BOTTLE RENT FOR FEBRUARY AND MARCH 2013	434.74
0001468	4/12/2013	[3908] PROFESSIONAL PROPERTY MGMT.	CHEMICALS FOR WATER PLANT	135.90
0001469	4/12/2013	[4338] QUILL CORPORATION	REFUND: WATER & SEWER LATE FEES	393.03
0001470	4/12/2013	[4393] NYLEX.NET	OFFICE SUPPLIES	1,248.00
0001471	4/12/2013	[4525] SHERLOCK RECORDS MGMT	VIRUS REMOVAL FROM F.D., INTERNET ISSUES FOR SERVICES FOR MARCH	72.80
0001472	4/12/2013	[4773] CPS HUMAN RESOURCE SERVICES	ACCOUNTANT TEST	421.20
0001473	4/12/2013	[4892] KEVIN CALDWELL	CDBG REIMBURSEMENT: MILEAGE, POSTAGE & MISCEL	68.78



Check	Date	Vendor	Description	Check / Payment
0001474	4/12/2013	[4908] MITCHELL BRISSO DELANEY & VRIEZE	PROFESSIONAL SERVICES	2,755.00
			PROFESSIONAL SERVICES	
			PROFESSIONAL SERVICES	
			PROFESSIONAL SERVICES	
			PROFESSIONAL SERVICES	
			PROFESSIONAL SERVICES	
			REPRESENTATION AT (TAC) FOR MARCH 2013	11,168.78
			RIO DELL SAFE ROUTES TO SCHOOL DESIGN	
			FEBRUAR	
			RIO DELL SAFE ROUTES TO SCHOOL DESIGN FOR	
			MAR	
			DOWNTOWN IMPROVEMENT & STREETSCAPE	
			LABOR COMPLIANCE SERVICES FOR MARCH 2013	1,825.00
			PAY REQUEST #13 PER CONTRACT	124,259.05
			INSURANCE FOR MONTH MAY 2013	1,779.62
			CUSTOMER DEPOSIT FOR TINA CHRISTENSEN	130.00
			PROFESSIONAL SERVICES: AUDIT OF CITY OF RIO D	8,430.00
			XEROX COPIER RENTAL PAYMENT FOR APRIL 2013	475.49
			REFUND ON PREPAYMENT	28.28
			REPAIR TO HEADWORKS	3,257.38
			PER DIEM FOR CONFERENCE IN TAHOE FOR MEALS	640.84
			&	
			RESTROOM SUPPLIES	111.67
			POA DUES FOR PPE 04/05/2013	120.00
			CYLINDER RENTAL	16.16
			SHOP STOCK: SET SCREWS	693.56
			TESTING RESULTS: AMMONIA, NITRATE/NITRITE	140.00
			WIRE ROPE CLIP AND COAT CABLE	5.46
			PROFESSIONAL SERVICES FOR MARCH 2013	754.50
			COFFEE FOR APRIL 2013	60.00
			PER DIEM: CONFERENCE IN SOUTH LAKE TAHOE	225.00
			REMOVE LIGHT BAR, INSTALL GRILL LIGHTS & REAR	350.00
			ON BEHALF OF LFAS AGREEMENT: FIRST QUARTER	270.00
			UNIFORM REIMBURSEMENT	252.60
			PEST CONTROL AT 675 WILDWOOD AVE.	271.00
			PEST CONTROL: LOCATION 475 HILLTOP DR	
			RENEWAL CHARGE FOR PEST CONTROL AT 475	
			HILLTO	
			SHREDDING FOR ACCOUNTS PAYABLE: MARCH 2013	115.00
			CONFERENCE REIMBURSEMENT FOR MEALS &	373.66
			MILEAGE	
			WATERLINE REPAIR T & M: JOB# 21-12	7,143.59
			SAFE DIAGNOSTICS: APRIL 2013	95.00

# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001503	4/25/2013	[0576] 101 AUTO PARTS	HEADLIGHT BULB 2006 FORD CROWN VICTORIA	9.45
0001504	4/25/2013	[2237] BANK OF AMERICA BUSINESS CARD	CFCC FUNDING FAIR CONFERENCE IN SACRAMENTO FO	2,226.71
			MICROSOFT ERGONOMIC KEYBOARD	
			LODGING EXPENSES FOR PD CONFERENCE IN BURLING	
0001505	4/25/2013	[2240] BAY WEST SUPPLY, INC.	GO TO MY PC MONTHLY PAYMENT	110.02
0001506	4/25/2013	[2285] CC MARKET (1)	BATH TISSUE	38.98
			REFRESHMENT: MARIA KNAPEK GOING AWAY PARTY	
0001507	4/25/2013	[2313] COSTCO	WHITE VINEGAR	33.31
0001508	4/25/2013	[2385] EUREKA READYMIX	NAPKINS & HOT CUPS	435.23
			GRAVEL	
			GRAVEL	
			BLOCKS	
0001509	4/25/2013	[2394] FEDEX	POSTAGE FOR SHELL OIL CHECK	53.51
0001510	4/25/2013	[2405] FORTUNA ACE HARDWARE	SINGLE SIDED KEY FOR PD DEPT.	4.28
0001511	4/25/2013	[2407] FORBUSCO LUMBER	TEN 8 FOOT FENCE POST FOR SEWER PLANT	87.08
0001512	4/25/2013	[2411] FORT DEARBORN LIFE INSURANCE CO.	MAY LIFE INSURANCE PREMIUMS	237.00
0001513	4/25/2013	[2413] FORTUNA FEED & FARM	SEED AND STRAW	101.04
0001514	4/25/2013	[2481] ICMA	RETIREMENT FOR PPE 04/05/2013	4,941.68
0001515	4/25/2013	[2484] INDEPENDENT BUSINESS FORM	WATER BILL NOTICES	1,159.89
			SHUT OFF AND LATE NOTICES	
0001516	4/25/2013	[2513] LACO ASSOCIATES CONSULTING ENGINEERS	PROFESSIONAL SERVICES FOR FEBRUARY AND MARCH	103.00
0001517	4/25/2013	[2570] NILSEN COMPANY	SPRAY FOR WEEDS	138.72
0001518	4/25/2013	[2603] PG&E	UTILITY EXPENSE FOR MARCH & APRIL 2013	13,043.33
0001519	4/25/2013	[2694] SHELL OIL CO.	PD: FUEL EXPENSES FOR MARCH 2013	2,867.76
			PD: FUEL CHARGES FOR APRIL 2013	
			PW: FUEL CHARGES FOR MARCH 2013	
			PW: FUEL CHARGES FOR APRIL 2013	
0001520	4/25/2013	[2709] STAPLES DEPT. 00-04079109	LENOVO H430 C15 COMPUTER	584.59
0001521	4/25/2013	[2710] STAPAGE	MAY PAGER SERVICES	12.95
0001522	4/25/2013	[2742] SCOTIA TRUE VALUE HARDWARE	OPERATING SUPPLIES: LIQUID SOAP, ANTIBACTERIA	25.30
			CAP SCREW BOLT FOR LAWN MOWER	
0001523	4/25/2013	[2779] WILDWOOD SAW	STIHL AUTOCUT HEAD AND TRIMMER LINE	105.14
0001524	4/25/2013	[2787] WYCKOFF'S	STEEL BRAIDED WATERLINE..FOR SEWER PLANT	66.87
			EXTENSION POLE, DECK BRUSH AND LEAF NET	
0001525	4/25/2013	[3151] SHN CONSULTING ENGINEERS	RIO DELL LABOR COMPLIANCE (GSW)	281.60
0001526	4/25/2013	[3180] JENSEN, RANDY	MILEAGE TO ARCATA WORKSHOP	37.97
0001527	4/25/2013	[4101] ATLANTIC TACTICAL	BAIL OUT BAGS	279.98
			PRA 30 ROUND AR-15 MAGAZINE.223	
0001528	4/25/2013	[4338] QUILL CORPORATION	OFFICE SUPPLIES FOR APRIL 2013	242.66



# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0001529	4/25/2013	[4360] MODERN MARKETING, INC	DRUG TEST POUCH TEST FOR BROWN HEROIN	214.74
0001530	4/25/2013	[4382] DOGUSTATION	MONTHLY MAINTENANCE AND COPY CHARGES	530.88
0001531	4/25/2013	[4393] NYLEX.NET	TECHNICAL SERVICES FOR FINANCE DEPT.	336.00
0001532	4/25/2013	[4450] TERMINIX	PEST CONTROL AT 675 WILDWOOD AVE. FOR OCTOBER	88.00
			PEST CONTROL AT 675 WILDWOOD AVE. FOR FEB. 20	
0001533	4/25/2013	[4591] DIAS ARTISTRIES	CREATION OF NEW DAVIS STREET SIGN	340.86
0001534	4/25/2013	[4603] CALIF. BUILDING STANDARDS COMMISSION	FEE REPORT FOR MARCH 2013	7.20
0001535	4/25/2013	[4885] HDR ENGINEERING, INC.	ENGINEERING SERVICES FOR MARCH 2013	11,778.34
0001536	4/25/2013	[5158] KURT HIRTZER INSPECTION SERVICES	INSPECTION/CONSTRUCTION MANAGEMENT SERVICES	18,000.00
0001537	4/25/2013	[5166] VSP-VISION SERVICE PLAN	MAY 2013 VISION INSURANCE	316.45
0001538	4/25/2013	[5235] ADVANTAGE FINANCIAL SERVICES	MONTHLY PAYMENT OF DOCSTAR 3.12 SOFTWARE PACK	148.35
0001539	4/25/2013	[5261] JOSH WIENER	ICI HOMICIDE TRAINING IN MAY 2013	2,088.84
0001540	4/25/2013	[5308] BARTLE WELLS ASSOCIATES	PROFESSIONAL SERVICES FOR MARCH 2013	4,550.00
Total Checks/Deposits				291,149.08